



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

**PROGRAM DIRECTOR
(DEVELOPMENTAL DISABILITIES PROGRAM)**

SALARY RANGE	Range R: \$7,020 – \$7,971 per month* <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	Various/Various
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has an immediate opening for a Permanent, Full-Time Program Director. The Program Director is responsible for the management of a variety of staff disciplines, positions, functions and administration in the planning, organization and direction of staff involved in training, orientation and habilitation of individuals with developmental disabilities. Typical duties of the Program Director include the assessment and evaluation of the needs of individuals served; the development of the Individual Program Plan through the Interdisciplinary Team; implementation of rights protection and QA/QI programs, staff development and in-service training including Individual Development Plans and liaison functions with parents, relatives and other consumers. The Program Director plans, organizes and directs the administrative functions that are necessary to meet Center and Program objectives including emphasis on Federal and State licensing standards, staff recruitment, retention and deployment; personnel management services including Equal Employment opportunity objectives and budget management. Other duties include establishing collaborative negotiations with other Programs/Department Heads, Administrative Services and other Departments. The Program Director also provides staff support to the Clinical Director, participates in assessment and evaluation of Center activities and works on special assignments as necessary.

WHO IS ELIGIBLE TO APPLY:

Applicants must possess Civil Service Eligibility as well as meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Personnel Examination Unit
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6418 Contact Aleana Carreon, Clinical Director, for questions specific to the essential functions of the position. Civil Service Eligibility will be determined by Human Resources staff at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.